

Atlanta-Carolinas HIDTA
Deputy Director – AC HIDTA

Position Vacancy: Deputy Director – AC HIDTA (Contract)
Salary Range: 2021 Federal GS 14/1 General Schedule Equivalent + 15% (Fringe) + \$500
Monthly vehicle allowance

Office Location: North or South Carolina
(This position is in North, or South Carolina-Candidate must reside or be willing to relocate to North or South Carolina/No moving related expenses will be incurred by the AC HIDTA)

The Deputy Director of the Atlanta-Carolinas HIDTA is responsible for policy level administrative work and program development for AC HIDTA Initiatives in North and South Carolina. In the North Carolina counties of: Triangle-Raleigh Initiative: Durham, Wake, Johnston, Wayne, and Wilson. Triad-Greensboro Initiative: Alamance, Guilford, Randolph, Rockingham Counties. Piedmont-Charlotte Initiative: Gaston, Mecklenburg & Union counties. Asheville Initiative: Buncombe, Henderson, and McDowell counties. In the South Carolina counties of: Midlands Initiative: Lexington, Richland, Florence, Greenville, Charleston, and Horry counties.

Deputy Director is a staff (contract) position contingent upon annual HIDTA funding from the Office of National Drug Control Policy. This position is responsible to the Atlanta-Carolinas HIDTA Director, and on policy and program related issues, and functions within the Office of the Director, Atlanta-Carolinas HIDTA.

Duties:

- Assist in planning innovative, comprehensive programs for the implementation of the AC HIDTA Strategy, and coordinate activities at the primary direction of the AC HIDTA Director. Assist in implementing strategic planning actions taken by the Director, the AC HIDTA Executive Board and the North & South Carolina State Executive Boards.
- Develop cooperative partnerships with federal, state, and local agencies, institutions, and foundations to complement communications between AC HIDTA programs.
- Plan, develop, and implement procedures for impact evaluation of initiatives within each county, and facilitate the operation of the HIDTA State Advisory Committee.
- Facilitate reporting of intelligence data and threat information to the AC HIDTA Investigative Support Center.
- Monitor DTO and PMP submissions, conducting regular group supervisory meetings, securing quarterly output reports, and organizing the Law Enforcement Committee Performance Review process, which provides fiscal and programmatic oversight of all initiatives.
- Reviews annual threat assessment to assist in the development of an effective overall strategy to meet the threat.
- Participates in the annual strategy submission to ONDCP.
- Provides administrative and programmatic guidance to participating agencies in the formulation of proposed and renewal initiatives and corresponding budget request, reviews content and format for compliance.
- Prepare/participate with draft of the AC HIDTA annual Threat Assessment report for review and approval by the Director and Executive Board.
- Prepares reports, memos and other documents as required by standing committees and the HIDTA Director in fulfillment of the initiatives' mission and expected outputs.

- Assists in the establishment and maintenance of HIDTA-wide accounting system to ensure compliance with ONDCP program and GAO audit procedures.
- Serves as a liaison for HIDTA initiatives, area law enforcement agencies, public and private sector organizations and vendors interacting with HIDTA participants.
- Evaluates and recommends HIDTA initiative equipment acquisitions, reprogramming requests, and administrative systems ensuring compliance with ONDCP Policy and Guidelines
- Works closely with the Systems Administrator to determine requirements for automation and technology needs for the HIDTA.
- Chair meetings to foster the sharing of information.
- Chair Quarterly “State” Board Executive meetings
- Conduct Initiative reviews as directed
- Regularly meet with Initiative Commanders in North and South Carolina
- Security clearance coordinator

Knowledge and Skills:

- Knowledge of innovative and model programs for combating substance abuse through law enforcement, prevention, treatment, deferred prosecution, corrections, community crime prevention, or community policing activities. Experience in preparation and management of grant programs and computerized databases is desirable.
- Skill in communicating and negotiating in small group settings, and in personal interactions to form coalitions.
- Ability to communicate effectively in written and verbal form.
- Budget experience and knowledge of accounting practices.
- Knowledge and experience in implementing performance management.
- Skill in monitoring data collection and compiling data necessary to make recommendations regarding planning and program development. Strong analytical skills are a prerequisite.
- Ability to plan and prepare extensive reports and documents
- Knowledge of, and proficiency in operation of PC’s and Microsoft Office applications is required.
- A degree of understanding of the drug trafficking investigative responsibilities and structure of state, federal, and local law enforcement agencies in the AC HIDTA area of responsibility.
- Ability to work effectively in an interagency environment with Federal, state, local and tribal law enforcement.

Qualifications:

- Must obtain and retain a national “Secret” security clearance appropriate for the Deputy Director’s anticipated duties, including criminal records and credit checks
- Must be a citizen of the United States of America
- Must possess a valid driver’s license
- Knowledge and experience with federal grant programs
- Proficient executive writing skills
- Must reside in North Carolina or South Carolina
- Must have familiarity/ and or experience working with HITA

At least 10-years’ experience in a criminal justice system agency, preferably with a management focus plus a bachelor’s degree in a related field with a management focus, or a combination of training and education with 10 years’ experience in major investigations. Travel within Atlanta-Carolinas HIDTA area of responsibility and adjoining states is required. Proven history of building law enforcement coalitions and partnerships (federal, state, local and tribal.)

*Moving/relocation expenses are not authorized and will not be paid by the Atlanta-Carolinas HIDTA. Candidate must reside in North or South Carolina or willing to relocate at their own expense within 3 month after selection.

Submit resumes and letters of interest to: careers@achidta.org by COB on January 28, 2022.

Applications received after this date will not be accepted.

***In person Interviews, for selected applicants, will be February 14th in Columbia, South Carolina**

The Atlanta-Carolinas HIDTA is an equal opportunity employer